

Circular Letter No. 49.

October 21, 1909.

To Supervising Principals:-

I enclose herewith two copies of the outline for the Elementary Course in English for Porto Rican teachers. This outline, as you will note, provides for 25 lessons to be given as per Circular Letter No. 48.

The outline for the Intermediate and Advanced Courses will be sent you very soon. Each of these also provides for 25 lessons, to be given during the same week as those of the Elementary Course.

You will be expected to arrange so that each of the teachers shall have a copy of the required text, and also a copy of the outline; and should make requisition at once, on the sheets enclosed, for such additional copies of the (Flounder's) Santandard Language & Grammar, and of Guide Books to English, Book II, as may be needed for the teachers. You should also make requisition at once (on the blank enclosed) for the necessary number of books for teachers enrolled in the advanced Course.

In case a sufficient number of books for the Elementary and Intermediate Courses are not at once available, you should arrange for two or more teachers to use the same books in preparation for the weekly lesson. If necessary, you may temporarily use for the teachers some of the copies of the 5th and 8th grade texts which would otherwise be assigned to pupils, having the teachers of these grades distribute books in such a way that two pupils may use a copy of the Flounder's, or of the Guide Book II at different periods during the school day or at home in preparing their regular lessons. More copies of these text books have been ordered from New York.

Supervising Principals in districts of the third class are expected to preside during the weekly lesson in one of the Courses given at the headquarters' town-preferably over that group taking the advanced Course.

Principals and Acting Principals, as assigned, shall preside at the weekly meetings of the teachers in the other courses. If there are more than three Principals and Acting Principals, the total number of teachers should be divided into sections in such a way as to equalize the work; or certain Principals and Acting Principals should preside at the meetings held one week and the others at the next week's meetings.

One or more teachers of English, or teachers in continuation schools, shall be assigned for each weekly meeting of each group of teachers. These teachers should take notes during the discussion of

the lesson (upon which they will be expected to have made preparation in advance), should answer so far as possible such questions as may be raised; and at the conclusion of the lesson should be called upon by the chairman for such suggestions and comments as may serve to illuminate those phases of the subject under discussion.

ADVANCED COURSE

1. For this course you should enroll only such teachers as hold the English graded license.

2. If any English graded teachers find the work of this course too difficult they should be transferred to the Intermediate Course.

INTERMEDIATE COURSE

In this group you should perhaps enroll some English graded teachers as above indicated, also all graded or rural teachers prepared to do this work, and Preparatory teachers who must during the present school year pursue the studies of the 8th grade; while preparatory teachers who already hold the 8th grade diploma may also be enrolled in this course if they did enough of their own school work in English to be properly prepared for it.

ELEMENTARY COURSE

All teachers not specified above may be enrolled in the Elementary Course, if not exempt.

EXEMPTIONS

Teachers who took the Elementary, Intermediate or Advanced Courses for 1909-10 at Río Piedras or Ponce during the past summer and secured a standing of 75% are exempt from the course upon which they secured such standing, and need not be enrolled in any one of the courses during the present school year, although they may be required to pass the examination at the end of the course.

If any cannot show a report from this Department, enroll them for the proper course but mark their names with stars. We will then notify you whether they are exempt or not. We shall not provide books for them, if exempt, unless you request it.

With the approval of the Supervising Principal, any teacher may attend the courses given in an adjoining district rather than in his own, but his book and outline will be issued through his own Supervising Principal. He will be required to attend the regular monthly meeting in his own district.

Yours very truly,

EDWIN G. DEXTER
Commissioner of Education